

## NPIC ROUTING SLIP

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CIA-RDP78B05707A001200010033-5

FROM:

*Personnel Branch, AS*

DATE:

*23 July*

	TO	INITIALS	DATE	FOR YOUR													
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REMARKS:

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**SECRET**

23 July 1963

**MEMORANDUM FOR:** Director of Personnel

**THROUGH:** Chief, Personnel Recruitment Division, Office of Personnel

**THROUGH:** Executive Director, National Photographic Interpretation Center

**THROUGH:** Assistant for Administration, National Photographic Interpretation Center

**SUBJECT:** Recommendation for Quality Step Increase for [redacted]

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1. On 1 July 1962, the National Photographic Interpretation Center (NPIC) had a total of [redacted] employees on duty, an immense and complicated building being prepared for occupancy on 1 January 1963 and a Fiscal Year 1963 ceiling authorization of [redacted]. The Table of Organization, as approved in October 1962, reflected approximately [redacted] professional vacancies in relatively new and unique classifications. [redacted] was assigned by the Chief, Personnel Recruitment Division, Office of Personnel, to concentrate his full-time efforts on these urgent requirements.

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2. [redacted] applied professional recruitment skill and a grasp of scientific concepts in becoming acquainted and conversant with the involved procedures and technical intricacies of our operations. He earned and was accorded the complete confidence of operating officials of NPIC who frequently sought his assistance in developing or following up specific leads and who, on several occasions, accompanied him in concentrated field recruitment efforts. He has, in effect, been as completely accepted as if he were a permanent member of the NPIC staff.

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3. Indicative of [redacted] efforts, were his application for membership in the American Society of Photogrammetry and his attendance at conventions of this and other professional organizations where he represented the needs of NPIC with vigor and enthusiasm. In addition to his own recruitment efforts, perhaps his most important contribution was his effective representation of NPIC requirements to the other Agency professional recruiters. Their response was evidenced by the increased number of qualified applicants received in the latter months of Fiscal Year 1963. He developed and followed up sources and applicants through personal correspondence and numerous telephone calls and frequently devoted evenings and weekend time to these efforts.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET****SUBJECT: Recommendation for Quality Step Increase** 

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4. The success achieved in meeting most of NPIC's ambitious recruitment goal must be credited in large part to the concentrated professional effort displayed  over a period of approximately eight months. The campaign he conducted, and his continuing personal effort, will surely be productive in meeting NPIC requirements similar in scope and complexity for Fiscal Year 1964. In order to accord proper recognition to his extraordinary accomplishment, it is respectfully recommended that  be granted a Quality Step Increase.

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Chief, Personnel Branch  
 Administrative Staff  
 National Photographic Interpretation Center

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**CONCURRENCES:**

Assistant for Administration, NPIC

2 Aug 63  
 Date

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Executive Director, NPIC

6 AUG 1963

Date

Chief, Personnel Recruitment Division, OP

Date

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**SECRET**

**SUBJECT: Recommendation for Quality Step Increase for**

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**APPROVED:** \_\_\_\_\_

**Date**

**EMMETT D. ECHOLS**  
**Director of Personnel**

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PB/AS/NPIC  (23 July 1963)

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